



MAHARASHTRA MEDICAL COUNCIL, MUMBAI

Established by Government of Maharashtra Under MMC Act 1965

189-A, Anand Complex, 1st Floor, Sane
Guruji Marg, Arthur Road Naka,
Chinchpokali (West), Mumbai - 400011

Tel No.: 022-23007650

Website: www.maharashtramedicalcouncil.in

Email Id: maharashtramcouncil@gmail.com

No. MMC/Legal Offi., Steno. (Lower Grade) – Eng. & Mara., and Junior Clerk/Adver./
2025/02373 **Date-** 02/06/2025

Advertisement for Legal Officer, Stenographer
(Lower Grade) – English & Marathi, and Junior Clerk
on Short-Term Contractual Assignment

The Maharashtra Medical Council invites applications for the posts of Legal Officer, Stenographer (Lower Grade) – English & Marathi, and Junior Clerk on Short-Term Contractual Assignment.

Details of Post :-

| Sr. No. | Post | Per Month Consolidated Salary | Number of Post |
|--------------|--------------------------|-------------------------------|----------------|
| 1. | Legal Officer | Rs.50,000/- | 1 |
| 2. | Lower Grade Stenographer | Rs.40,000/- | 1 |
| 2. | Junior Clerk | Rs.25,000/- | 8 |
| Total | | | 10 |

Interested and eligible candidates are requested to submit their application along with self-attested documents on or before 05:00 PM on 10/06/2025 in person or by post or by email (maharashtramcouncil@gmail.com) within office hours of working day along with Demand Draft (nonrefundable) of Rs.500/- for All Category drawn only from Nationalized Bank, payable at Mumbai in favour of "The Registrar, Maharashtra Medical Council, Mumbai." Also, Candidates who choose to submit their application and self-attested documents via e-mail must also send the original application form, self-attested documents, and the original Demand Draft (DD) to the Council by post or in person.

The Council shall have the authority to summon candidates as required for skill tests and/or interviews. The skill tests may include, as applicable, computer typing in English and Marathi, handwriting assessment, drafting tasks, and taking dictation.

| Sr. No. | Post | Number of Post | Eligibility Criteria |
|---------|---------------|----------------|--|
| 1. | Legal Officer | 1 | <p>1) Educational Qualification:</p> <ul style="list-style-type: none"> a. Candidate must possess a Bachelor's Degree in Law (LL.B.) from a recognized university or institution. b. Preference will be given to candidates holding a Master's Degree in Law (LL.M.). <p>2) Experience:</p> <ul style="list-style-type: none"> a. Minimum 1 to 2 years of relevant experience in legal practice or legal work, preferably in government/semi-government/ local body or corporate legal departments. b. Should have thorough knowledge of civil, criminal, labor, and others laws. c. Experience in drafting legal documents/corresponds, handling court matters, and providing legal opinions is desirable. d. Drafting of orders. e. Candidates having experience in handling medico-legal cases will be given preference. (attach supporting documents) <p>3) Age relaxation applicable as per government norms for reserved categories.</p> <p>4) Other Requirements:</p> <ul style="list-style-type: none"> a. Must be proficient in Marathi and English languages (both spoken and written). b. Good Knowledge of Computer is essential and MS Office is preferred. c. Candidate must be registered with the Bar Council of India. <p>5) Additional Preference: Preference will be given to candidates who are familiar with Medico-Legal cases, as well as relevant Acts and Rules.</p> |

| | | | |
|----|--|---|--|
| 2. | Lower Grade Stenographer (English/Marathi) | 1 | <p>1) Possess a degree in Arts, Commerce, Science of a statutory University;</p> <p>2) Have an experience not less than one year as stenographer.</p> <p>3) Possess a Government Commercial Certificate for speed of not less than 100 w.p.m. of shorthand in English and 80 w.p.m. in Marathi, and speed of not less than 40 w.p.m. in English typewriting and 30 w.p.m. in Marathi typewriting;</p> <p>4) Knowledge of Computer is essential;</p> <p>5) Age limit may be relaxed as per government of Maharashtra rules;</p> |
| 3. | Junior Clerk | 8 | <p>1) Possess a degree in Arts, Commerce, Science of a statutory University;</p> <p>2) Have an experience;</p> <p>3) Possess the Government Commercial Certificate for a speed of not less than 40 w.p.m. in English type writing and 30 w.p.m. in Marathi type writing;</p> <p>4) Knowledge of Computer is essential;</p> <p>5) Age limit may be relaxed as per government of Maharashtra rules;</p> |

Note:- The post is purely temporary/contractual. Preference will be given to candidates possessing higher qualifications and relevant work experience. The selected candidate will have no claim to a regular appointment under the Maharashtra Medical Council (MMC) at any stage. Candidates must bring their duly filled Bio-Data along with attested copies of certificates to be submitted at the time of the Walk-in Interview at MMC, Mumbai. Only eligible candidates will be permitted to appear for the interview. Candidates must mention their complete postal address (with Pin Code), mobile number, and email ID in the Bio-Data.

sd/-
(Dr. Rakesh Waghmare)
Registrar
Maharashtra Medical Council



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APPLICATION FORM

Application Fee

All Category : Rs.500/-

Name of Bank:

D. D. No.

Dated:

Paste recent Passport
Size photo duly self
attested

Post applied for:

1) **Name :**
(In Capital letters) Surname First Name Father's / Husband's Name Mother Name

Name in Devanagari :
आडनाव नाव वडिलांचे / पतीचे नाव आईचे नाव

2) **Address for Correspondence :**

.....
..... **Pin Code**

Permanent Address :

.....
..... **Pin Code**

3) **Contact Tel. Nos.:** STD code (Res.) (Off.)

E-mail ID **Mobile No.**

4) **Date of Birth:** (in words)

5) **Age as on (31/05/2025):**
(Please furnish self-attested copy of S.S.C. Certificate /School leaving Certificate etc.)

6) **Whether Domicile of Maharashtra State:** Yes ☐ / No ☐
(if yes, attach self-attested documentary proof)

7) **Nationality:** 8) **Religion:**

9) **Caste:** _____ **10) Category:** _____
(Please attach documentary proof.)

11) **Sex** : **Male** ☐ / **Female** ☐

12) **Marital Status:** **Married** ☐ / **Unmarried** ☐

13) **Whether the parent establishment agreed to grant Lien in case of selection on the post:**

Yes ☐ / **No** ☐

14) **Whether any Enquiry is pending:** **Yes** ☐ / **No** ☐

15) **Educational Qualifications:**

(Mandatory to attach all necessary copies of self-attested documents)

| Sr. No. | Examination Passed | Name of Board / University | Year of Passing | Subjects Taken | Percentage of Marks obtained | Grade |
|---------|--------------------|----------------------------|-----------------|----------------|------------------------------|-------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |

16) **Computer Literacy (MS-CIT, etc.):** **Yes** ☐ / **No** ☐

17) **Experience:** (Mandatory to attach all necessary copies of self-attested documents)
(Attach self-attested copies of University approval letters)

| Sr. No. | Name of the Institution | Post held | Period | | | Pay Band & Grade pay | Reason for leaving services (if any) |
|---------|-------------------------|-----------|--------|----|--------------|----------------------|--------------------------------------|
| | | | From | To | Total Period | | |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |

18) **Any other information, which you would like to provide:** _____
(Please attach separate sheet if necessary)

: Declaration:

It is hereby declared that above information is correct and complete to the best of my knowledge and belief and nothing has been concealed/distorted. If at any time I am found to have concealed / distorted any material information, my appointment shall be liable to be summarily terminated without notice / compensation. I also hereby declare that No Enquiry is pending against me. Further, I have read and understood all the general conditions and instructions mentioned in the advertisement and I agree with those conditions and instructions.

Place :

Date :

(Name & Signature of the Candidate)

| |
|--|
| <p><i>NOTE: Incomplete Application will be rejected and no correspondence will be entertained on this behalf.</i></p> |
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Declaration of Small Family

FORM "A"
(See Rule - 04)

I, Shri/ Smt./ Kum. son/daughter/wife of
Shri., aged..... years,
resident of
..... do hereby declare as follows:

1. That I have filled my application for the post of
2. I have (Number) living children as on today. Out of which number of children born after 28th March, 2005 is(Mention dates of birth, if any).
3. I am aware that, if any total numbers of living children are more than two due to the children born after 28th March, 2006, I am liable to be disqualified for the same post.

Place :

Date :

Signature of Applicant

Annexure – B

(शासन निर्णय क्र. प्रसुधा १६१४/३४५/प्र.क्र.७१/१८-अ दि.०९/०३/२०१५)

Self-Declaration for Self Attestation

I.....Son/Daughter
of aged.....,
occupation resident of
.....with
UID No. hereby declare that the copies attested by me
are true copies of original documents. I am well aware of the fact that if the
copies are found to be false, I shall be liable for prosecution and punishment
under Indian Penal Code and / or any other law applicable thereto.

Place :.....

Applicant's Signature.....

Date :.....

Applicant's Name :.....